

MINUTES OF THE 1998 MIDWESTERN LEGISLATIVE CONFERENCE ANNUAL MEETING HOST COMMITTEE

Wednesday, February 18, 1998
10:00 A.M., Room 155, State House
Indianapolis, IN 46204

Members Present: Co-Chairman Representative Jerry Denbo; Representatives Dan Stevenson, Robert Behning and Mary Kay Budak; Senators James Merritt and James Lewis; Lay Members George Fleetwood, Costa Miller, and Bill Soards.

Members Absent: Co-Chairman Senator Sue Landske and Lay Member Maureen Ferguson.

Staff Present: Mary Cummins.

Representative Denbo called the meeting to order. A Staff Coordinating Committee has been established to work with the Subcommittee chairs. They introduced themselves to the Host Committee. The Coordinating Committee members and their committee assignments are:

<u>Subcommittee</u>	<u>Host Committee</u>	<u>Staff Committee</u>
Coordinate Staff Committee/ Host State Office		Mary Cummins, Jeff Porter
Finance	Sen. James Lewis George Fleetwood	Jenny Collier-Smith, Melissa Abel
Registration		Cheryl Bruns, Lynn Dennis
Transportation	Sen. Glenn Howard Costa Miller	Amy Elifritz
Volunteers	Sen. Sue Landske Rep. Mark Kay Budak	Gerri Hampe
Hospitality	Rep. Jerry Denbo Sen. James Merritt	Jenny Byrd, Andy Cullen
Spouse/Children's Program	Rep. Dan Stevenson Maureen Ferguson	Laura Bauman, Rick Gudal
Evening Events	Rep. Robert Behning Bill Soards	Jenny Collier-Smith

Host Committee Subcommittee reports:

Finance: Senator Lewis distributed an updated report that shows a total of \$45,500 pledged or paid to date toward a goal of \$180,000. Contributors were asked to respond by April 10, 1998. It was announced that changes in budget figures need to be reported often so adjustments can be made in the operating budget.

Host State Office, Registration, Information: The first registration form was included in the February, 1998 issue of the Stateline CSG Midwest publication. There will be a postcard mailing soon and a final registration/information packet mailed by early May. The committee will ask that registration forms contain information: (1) stating airport to hotel and return transportation will be available if flight information is known; (2) asking for early registration of spouses and children rather than on-site so transportation needs can be planned; (3) notice that the Brickyard 400 will present very limited housing accommodations anywhere in the area for Saturday night; and (4) on-line registration will be available. Staff who volunteer to work will, for the most part, not need to register but name badges will be made for them.

Transportation: An estimate from Lew White Tours for transportation needs was distributed to the committee. Costa Miller indicated that this figure is above budget but that it is a high side estimate. Special needs transportation will be provided as needed. The registration form asks that registrants indicate if there is a need. There will be a rotating shuttle from the airport to the hotel on Sunday and Wednesday as well as transportation for the Connor Prairie evening event on Monday and Spouse and Children's Programs on Monday and Tuesday. Business programs end at 5:00 P.M. on Monday so that buses could begin departure at 5:15 P.M. It was noted that buses for childrens' programs should depart earlier than and return later than spouse transportation so that a parent will be available when children are at the conference hotel. Transportation needs will be hard to firm up until later when registration figures begin to gel. Costa indicated a need to contact IPD to see about lane blocking and police assistance for boarding and unloading buses on Capitol Avenue because traffic flow around the hotel makes it necessary that bus doors open onto the traffic side of the street rather than the sidewalk. A letter will be sent to inquire about a police escort to the Connor Prairie event. VIP transportation can be provided but, at this time, the committee doesn't think there will be a need.

Volunteers: This committee doesn't get real active until each committee relays volunteer needs for each event. It will be helpful to get information to this committee sooner rather than later to be sure enough volunteers are on board. This committee is responsible for shirts for committee members and volunteers.

Hospitality: The committee has ordered limestone paperweights with the state seal on them as delegate gifts. Contacts are being made to solicit items to put in the gift bag that each delegate receives at registration. A letter will be sent to a vendor asking if the gift bags can be donated. This committee will also provide the airport greeting area staff as well as staff to ride on each bus to answer questions and help as needed.

Spouse/Children's Program: This program has dates confirmed at Eli Lilly, the Museum of Art, and the Children's Museum and will also provide a pizza party at the hotel for children during the State Dinner on Tuesday evening. The Evening Events committee will see about an area to be set up at the Sunday evening reception where kids could gather to meet before they begin their program on Monday. The Spouse event at the Museum of Art includes a brunch at Garden on the Green.

Evening Events: Contracts for the Sunday Evening Reception at the Artsgarden and the Connor Prairie evening on Monday have been sent to the Midwestern Office of the Council of State Governments (CSG) for review along with a request to send a deposit to both of those entities. Bill Soards will look into the possibility of an "unchaperoned kids area" referred to in the paragraph above. Printing a program for the State Dinner and what it might contain was discussed and may be revisited at a later date. The State Dinner will be held at the State House and three receptions that are scheduled to be held before the dinner will be at the Hyatt Hotel.

The next meeting of the Host Committee will be Wednesday, March 18, 1998 at 11:00 A.M. and will be held in Room 155 of the State House. The Staff Coordinating Committee will meet Wednesday, March 11, 1998 at 11:00 A.M. in Room 155 of the State House.

There was no other business to come before the committee. It was moved, seconded and adopted that the meeting be adjourned.